

HRSC East Employee Benefits Update

New Thrift Savings Plan (TSP) Investment Funds and Revised Procedures For Distributing Contributions Among the Funds

Effective 1 May 2001, the number of TSP investment funds increases to five and the procedures for changing distribution of contributions among these funds is revised.

NEW TSP INVESTMENT FUNDS

Effective 1 May 2001, participants can invest TSP contributions in any of the following five TSP investment funds:

- Government Securities Investment (G) Fund
- Fixed Income Index Investment (F) Fund
- Common Stock Index Investment (C) Fund
- Small Capitalization Stock Index Investment (S) Fund
- International Stock Index Investment (I) Fund

Information on these funds is contained in the May 2001 version of the booklet "Summary of the Thrift Savings Plan for Federal Employees" which will soon be distributed to your activity by your servicing Human Resources Office (HRO) and is currently available on the TSP web site at <http://www.tsp.gov/forms/ibooklets.html>. The booklet "Guide to TSP Investments" contains in-depth information on the funds and is available from the TSP web site. Until a participant requests a contribution allocation, the TSP will invest contributions and loan payments received after 30 April 2001 using the allocation of the most recent contribution deposited on or before 30 April 2001.

REVISED PROCEDURES TO CHANGE DISTRIBUTION OF CONTRIBUTIONS AMONG INVESTMENT FUNDS

Participants can allocate any whole percentage of **future payroll contributions** to any of the investment funds by making a contribution allocation and can redistribute **existing account balances** among the five funds by making an interfund transfer.

Prior to 1 May 2001, changes to future payroll contribution allocations were made using a TSP-1, Thrift Savings Plan Election Form during the Open Season and sent to the HRSC East for processing. Interfund transfers were made using electronic media or a TSP-30, Interfund Transfer Request on a monthly basis and processed by the TSP Service Office.

Effective 1 May 2001, all changes to future payroll contribution allocations and interfund transfers will be made directly with the TSP Service Office. The TSP-1 has been modified to delete fund

allocations and the TSP-30 is obsolete. Contribution allocations and interfund transfers can now be made one of three ways.

- TSP web site at <http://www.tsp.gov>. (Account Access Section). If you have Internet access and your browser supports 128-bit encryption, you can make your request in the secure area of the TSP web site. You will need your Social Security Number and your TSP Personal Identification Number (PIN). Do not confuse the TSP PIN with the PIN for the HRSC East Employee Benefits Information System (EBIS) or The HRSC East Benefits Line. If you do not know your four-digit TSP PIN, you can request a new one from the Account Access Section of the web site or from the TSP ThriftLine.
- TSP ThriftLine - (504) 255-8777. The ThriftLine is an interactive voice response system that uses a touch-tone telephone. You will need your Social Security Number and TSP PIN to use this system.
- Form TSP-50, Thrift Savings Plan Investment Allocation. The TSP-50 is designed to be read by an optical scanner so it is not available from the TSP web site. Photocopies of this form are not acceptable. The TSP-50 will soon be available from your activity, your HRO, or the HRSC East. To make a change to future payroll contribution allocations, complete Part II, Column 1 of the TSP-50. To make an interfund transfer complete Part II, Column II of the TSP-50. If you complete a TSP-50, you **must** mail it to the TSP Service Office at the address listed on the form. The HRSC East cannot process this form.

Effective 1 May 2001, participants may change future payroll contribution allocations at any time, not just during Open Season. There will be no limit on the number of contribution allocations a participant may request, but only one contribution allocation can be made effective on a given business day. There has been no change in the number of interfund transfers that are allowed. The TSP record keeper processes interfund transfer requests monthly, effective at the end of the month. You can make an interfund transfer in any month you wish, without an annual limit.

Previously, investment percentages had to be in multiples of 5%. Now percentages must be in whole numbers (1%, 82%), but do not have to be in increments of 5%. The total of the percentages must equal 100%.

QUESTIONS REGARDING TSP

If you have any questions regarding TSP please contact the HRSC East on the Benefits Line at 1-888-320-2917 during the hours of 0730 – 1630 EST, Monday through Friday. The Benefits Line is an Interactive Voice Response System (IVRS). Instructions for using the Benefits Line are attached. You may also e-mail the Retirements and Benefits Division anytime at Benefits_east@east.hroc.navy.mil.

**HOW TO ACCESS THE HRSC EAST
BENEFITS LINE INTERACTIVE VOICE RESPONSE SYSTEM (IVRS)**

The telephone number for The Benefits Line is 1-888-320-2917. You will use a touch-tone telephone to enter specific information when prompted. This number is available 24 hours a day. Benefits counselors are available to answer questions from 0730 – 1630 EST, Monday through Friday.

From the menu options press 2 – Benefits and Entitlement Services System

Then press 1 – Current Navy serviced employees

Press 1 to enter Social Security Number and PIN or 2 if you have forgotten your PIN. If you have previously created a PIN in the Employee Benefits Information System (EBIS), this will be your PIN for the Benefits Line.

If you selected 1, the system will ask you to enter your social security number and PIN. Listen carefully; the system will tell you if it's looking for a four-digit or six-digit PIN.

The first time you access the automated system, your PIN will be a four-digit number equivalent to your month and year of birth. For example, June 1960 will be entered 0660.

The system will then require you to change your PIN to a six-digit number of your choice, as long as it meets the DoD security guidelines voiced in the system. This six-digit PIN will continue to be your PIN until you change it.

If this is not your first time accessing the automated system, your PIN should be a six-digit number that you personally selected.

If you selected 2, the system will allow you to reset your PIN to a new six-digit numeric code of your choice. You must provide your social security number, date of birth, service computation date for leave, civilian pay plan, grade, and step before you reset your PIN. This information is available from your Leave and Earnings Statement (LES), or from a copy of your most recent SF-50, Notification of Personnel Action. Once the system verifies this information, it will ask you to input a six-digit number of your choice that complies with the DoD security guidelines voiced in the system.

Your PIN must be a combination of numbers that are not easily identifiable. Thus, your PIN cannot repeat the same number, cannot be equal to the first or last six digits of your social security number, cannot equal to your date of birth or service computation date for leave, and cannot include any single number repeated three or more times. If your PIN meets these security guidelines, you will be prompted to enter your six-digit PIN again. If both entries match, you will hear "Your PIN has been changed."

From the menu options press 1 – to change PIN or 2 to Continue

The system will voice the duty telephone number on file for you. If it is correct, press 1, otherwise press 2 and enter your correct duty phone number.

Once you have cleared the PIN and telephone verification modules, the system will voice the menu options that are available. The options are as follows:

- 1 - Federal Employees Health Benefits (FEHB)
- 2 - Retirement
- 3 - Thrift Savings Plan (TSP)
- 4 - Federal Employees Group Life Insurance (FEGLI)
- 5 - Benefit News
- 6 - Request a Faxed Document
- 9 - Exit the system